

MAINE INFONET DOWNLOAD LIBRARY CIRCULATION STATISTICS FOR THE PUBLIC LIBRARY ANNUAL REPORT

To get the necessary numbers, you will need to run 2 separate reports.

1. A total circulation report.
2. A circulation report on eBooks and audiobooks by subject, to get the Juvenile/YA tagged checkouts.

To get the adult circulation figures, subtract the Juvenile/YA number from the total circulation.

Login

- Go to <https://marketplace.overdrive.com/Account/Login>

Login: maineinfonet.lib.reports

Password: r3p0rts (that's a zero)

- Click on the "Insights" tab in the top left
- Choose "Reports" drop down menu

Total Circulation Report

1. Click on the "Run new report" tab on the right hand side of the screen.
2. Make these selections for total ebook and audiobook circulation stats:

Checkouts by:	Format
Borrowed from:	All
Branch:	Choose your library
Formats:	All Formats
Language:	All
Audience:	All
Subject:	All
Period Type:	Specific
Start Date:	fiscal: 07-01-2014 calendar: 01-01-2015
End Date:	fiscal: 06-30-2015 calendar: 12-31-2015
Lending Model:	All Lending models
Website:	Standard and mobile

3. Click "Update" and total checkouts will be listed.

Juvenile/YA eBook and Audiobook Circulation Report

1. Click on the "Run new report" tab on the right hand side of the screen.
2. Make these selections for Juvenile/YA ebook and audiobook circulation stats:

Checkouts by:	Subject
Borrowed from:	All
Branch:	Choose your library
Formats:	All Formats
Language:	All
Audience:	All
Subject:	All
Period Type:	Specific
Start Date:	fiscal: 07-01-2014 calendar: 01-01-2015
End Date:	fiscal: 06-30-2015 calendar: 12-31-2015
Lending Model:	All Lending models
Website:	Standard and mobile
3. Click "Update" and the ebook and audiobook numbers will be listed.
4. Sort alphabetically by clicking on the "Subject" heading tab.
5. Scroll down to find the Juvenile and Young Adult numbers.
6. Add Juvenile and Young Adult together to get **6.2 Total Children's/YA eBook and Audiobook** circulation figure.

Adult eBook and Audiobook Circulation

Subtract the Juvenile/YA number (#6 above) from the total circulation to get **6.5 Adult's eBook and Audiobook** circulation figure.

Example:

Total eBook/Audiobook Circulation: **350**

Ch/YA eBook/Audiobook Circulation: **40** (15 Juv + 25 YA = 40)

Adult eBook/Audiobook Circulation: **310** (350 - 40 = 310)